

TREASURY DOCUMENTATION**Subject**

Information Requests From Media

For

EMPLOYEE HANDBOOK

Also SeeET-03015, 16;
PT-03029**Identification**

5/11

ET-03117

Policy

Effective

8-1-2000

Through

8-1-2002

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Replaces

ET-03075 (7-1-97)

ET-03117 (7-1-97)

All requests for information from the news media must be referred to the Press Secretary, Office of the State Treasurer, unless prior arrangements have been made.

An employee must not assume the role of spokesperson for the Department, as he or she may not have all the facts and, therefore, his or her interpretation may be in conflict with the official position of the Department. An impulsive statement from an employee, especially if it happens to be incorrect or poorly timed, may cause embarrassment both to the Department and to the employee.

Employees should **refer all requests** for information under the "Freedom of Information Act" **immediately** to their Bureau/Office Director or Division Administrator for transmittal to the Office of the State Treasurer. See Freedom of Information Policy ET-03015 and Procedure PT-03029 for requesting information under the Freedom of Information Act.

Also see Policy ET-03016 (page 5/12 in the Employee Handbook) regarding release of confidential information and conflict of interest.

End**Initials****Signature**